

(PRINCIPAL-ASSISTANT)

ASSISTANT PRINCIPAL (SECONDARY)

QUALIFICATIONS

Possess a valid State of Mississippi license with a 486 endorsement
Knowledge of the Institute School Leaders Licensure Consortium (ISLLC) Standards
Administrative experience preferred
Working knowledge of computers, related technology, and software
Prefer a minimum of three years as elementary, middle, or high school classroom teacher
Meet other necessary requirements as stipulated by the Board of Trustees and the State Department of Education

REPORTS TO

Principal

SUPERVISES

All assigned administrative, certified, and classified personnel

JOB GOAL

Plans, organizes, implements and supervises all educational activities and all related and supporting activities of a highly effective school.

ASSISTANT IN ESSENTIAL FUNCTIONS & PERFORMANCE RESPONSIBILITIES

Actively supports the Jackson Public Schools belief, mission, vision and goals
Leads, supervises, and evaluates the school's instructional and co-curricular programs
Provides leadership in strategic planning for the school, focusing all resources on improvement of instruction and in concert with district strategic plan
Studies, evaluates and coordinates the effective use of data to improve instruction
Supports and implements the district's site based management processes, site (council procedures, and P-16 Community Engagement Councils to improve staff, parent, and community relations and involvement
Supports and implements the district's strategic plan
Understands and implements state accountability and federal assessment and accreditation requirements
Selects, recommends, and evaluates building personnel in all areas of their responsibility
Works to reach and/or maintain a high state accreditation level and adequate yearly progress standards in federal guidelines
Develops and enforces procedures for effective student discipline in accordance with district policies and procedures
Advocates, nurtures, and sustains a proactive approach to establishing the academic and behavioral supports and social culture needed for all students in the school to achieve academic, social, and emotional success

Develops school based plan for continuous improvement of school attendance and the school dropout rates

Develops, leads, and promotes a collegial, adult learning environment based upon mutual respect, courtesy, and sound professional judgment

Supervises building operations: maintenance, bus transportation, budgeting, student activity account and expenditures, and the preparation of all school reports

Provides appropriate professional development opportunities at the building level that support district initiatives and increase student achievement

Communicates school mission to staff, students, parents, and community

Maintains and executes policies of the Board of Trustees and district administration

Delegates appropriate functions and responsibilities to department heads and administrative assistants

Oversees the assignment of substitute teachers from the approved substitute list and assists in their evaluation

Ensures parental and community involvement in school improvement

Acts with integrity, fairness, and in an ethical manner

Performs other related duties as requested or assigned

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification:	Middle and High School Assistant Principal
Scale:	Administrative Salary Scale
Grade:	F (Middle), G (High)
Days Employed:	204 per school year
Range:	\$52,200.00-\$75,000.00 (Middle), \$57,200.00-\$80,000.00 (High)
Overtime:	Exempt

CODES

MS Personnel/Accreditation Data: 601002 (Principal – Assistant)